



KWAZULU-NATAL PROVINCE

COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

CORPORATE SERVICES

Private Bag X454, Pietermaritzburg, 3200

179 Jabu Ndlovu Street, Pietermaritzburg, 3200

Tel: 033- 341-9300 Fax: 033- 342-6345

VACANCY CIRCULAR NO. 3 OF 2020: COMMUNITY SAFETY AND LIAISON

1. This circular is issued in terms of the recruitment measures contained in the Public Service Regulations and in this regard it is important to note that the Public Service is equal opportunities, affirmative action employer.
2. **The contents of this circular must without delay, be brought to the notice of all eligible officials on your establishment, including those district offices. Supervisors must notify all potential candidates who may qualify for posts in this circular even if they are absent from their normal place of work.**
3. **DIRECTIONS TO CANDIDATES**
 - (a) Applications must be submitted on the prescribed application form Z83 (originally signed) and must be accompanied by a detailed CV and originally certified copies of required educational qualification, driver's license, Identity Document set out in advert for each vacancy and any other requirements indicated in the advertisement (not copies of certified copies) **(NB: Applicants must not assume that because they are employed by the Department of Community Safety and Liaison they do not have to submit all of the required documents; these must be attached to the application)**. Failure to comply with the above instruction will lead to applications being disqualified. Under no circumstances will faxed applications be accepted. **Please note that curriculum vitae will not be returned.**
 - (b) Candidates must indicate the reference number of the post which they are applying for on the application form Z 83.
 - (c) Candidates requiring additional information must direct their enquiries telephonically to the person indicated below the post.
 - (d) Receipt of applications will not be acknowledged and if you have not heard from this Department within 3 months of this advertisement, please regard your application as being unsuccessful.



KWAZULU-NATAL PROVINCE

**COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA**

POST : DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS AND SPECIAL PROJECTS

REF. NO. : CSL20/2020

SALARY : An all-inclusive remuneration package of R 733 257 per annum is payable to the successful candidate. The package includes a basic salary (70 % of package) and a flexible portion (30% of package) that may be structured in terms of the applicable rules. The successful candidate will be subject to security clearance and the signing of a performance agreement within three months of appointment.

CENTRE : Pietermaritzburg

POST REQUIREMENTS: 3 year National Diploma (NQF level 6) or higher in Public Administration or Development Studies or Business Management or equivalent with Project Management or Strategic Management as a major together with a minimum of 3 years junior management experience. Valid driver's license Code B. Applicants must be prepared to work extended hours.

KNOWLEDGE, SKILLS AND COMPETENCIES: The Constitution of RSA, 1996, Public Service Act and Regulations, PFMA, South African Police Act, 1995, HR systems including "Persal", National Crime Prevention Strategy, 1996, KZN Commissions Act, 1999, Employment Equity Act, 1998, Skills Development Act, 1998, Promotion of Administrative Justice Act, 2000, Promotions of Access to Information Act, 2000, Electronic Communications & Transactions Act, 2002, State Information Technology Agency Act, 1999, Civilian Secretariat for Police Service Act, 2011, Labour Relations Act, 1995, Communication and protocol, Communication skills, Project management skills in criminal justice, Report writing skills, Knowledge of intergovernmental relations protocol practices, planning and organising, project management, policy analysis and research skills, negotiation / consultation and presentation skills, good interpersonal relations, conflict resolution, good communication skills, computer literacy.

KEY RESPONSIBILITIES: To ensure implementation of protocol and coordination of intergovernmental relations and render inter-sectoral project management. Implement protocol regarding intergovernmental relations. Maintain good working relationships with National Departments, Provincial Departments, Local Government, NGOS, and CBOs. Provide institutional and strategic support to the Director with regard to Inter-governmental and inter-sectoral fora. Coordinate and implement special projects. Participate in the development and implementation of policies, strategies and terms of reference for sound intergovernmental relations. Monitor implementation of resolutions emanating from intergovernmental relations structures. Facilitate the consolidation of progress reports against programmes of action.

ENQUIRIES: Ms X Diko (033) 3419300

This is a re-advertising of post number: CSL10/2019 and applicants who previously applied for this post are welcome to re-apply as previous applications will not be considered.



KWAZULU-NATAL PROVINCE


**COMMUNITY SAFETY AND LIAISON
REPUBLIC OF SOUTH AFRICA**

4. Applications may be forwarded by post: Head: Community Safety and Liaison
Human Resource Management
Private Bag X9143
Pietermaritzburg
3200

For Attention: **Ms K.S Mthembu**

or hand delivered to 179 Jabu Ndlovu Street, Pietermaritzburg.

5. Candidates with disabilities are also encouraged to apply.
6. Appointment to these posts will be made subject to a clear personnel suitability check, including but not limited to a criminal record check.
7. Closing date: **25 September 2020.**



MR C.S NGCOBO
ACTING DIRECTOR: CORPORATE
SERVICES

DATE: 09/09/2020